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## General Information

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### Who should file Form ST-7-X?

You should file this form if you need to change information or figures that you filed on your original Form ST-7. You may either

- photocopy your preprinted Form ST-7 and make your changes on that form, or
- fill out Form ST-7-X for only those locations that you are changing.

Attach this form to your Form ST-4-X.

### If you fill out Form ST-7-X, follow these instructions:

Write your Illinois account ID, business name, and amended reporting period on this form.

Write the location code of the site, if you know it.

Write the name and address of the site.

Follow the step-by-step instructions for each site whose figures or information you are changing.

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## Step-By-Step Instructions

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**Note:** When completing this form, round your dollar amounts to the nearest whole dollar by dropping amounts less than 50 cents and increasing amounts of 50 cents or more to the next higher dollar.

Write the name and address of the site.

Write the location code of the site if you know it.

**Note:** If you are reducing the amount originally reported on Line 3 or 4 to zero, write zero on the line. Leaving the line blank may delay the processing of your return.

### Figure the tax due for each site

**Line 3** For each site whose figures or information you are changing, write the amount of receipts subject to Metropolitan Pier and Exposition Authority (MPEA) Tax. Do not include tax.

**Line 4** Multiply Line 3 by the MPEA rate of 1 percent (.01).

